

## Catalog/Schedule Work Team Agenda for November 9, 2006

Group: Catalog/Schedule Work Team

Topic: Work Team Meeting

Date: November 9, 2006 10:30 am – 11:30

Attendees: Colleen Abrams, Shelly Blatchford, Jan Crichton, Linda Kay Davis, Mae DelCastillo, Kathleen Murphy, Jeffery Oliver, Patrick Tilsworth

### Agenda:

#### Task requests:

- . scp2upc Task request – Colleen Abrams
  - Update active SCBCRSE records with the new college/division/department code as requested. Jan sent in some changes to the report. Have we heard anything from the programmers about those yet?
- . bwckgen1.sql Task request
  - Need to discuss identification method as the NP# text option is not a good one
  - \* Use NP in Institutional Reporting Element 1 on the Supplemental Data page in SCADETL. This will only stop the display of a course on the UAOnline Catalog. If you do not want it to print in the printed catalog, the NP# line in the text must still be coded.
  - \* To again begin showing a course online if Element 1 is the field on the page being used, click on the Maintenance button and click on End Supplemental Data. This should then allow the course to again show on the UAOnline catalog.
  - \* Patrick offered to populate the Institutional Reporting Element 1 with NP for those courses with NP# in the course text. We just need to let him know that we want that done.

#### New Items:

- . Method for identifying E-live courses and other video conference courses
  - \* within the instructional method, use VC for traditional video conference (audio-conference with visual), use VW for enhanced video conference (E-live, AK ICE, etc.) It is critical that the courses offered using any form of video conferencing be coded with the VC or VW in the instructional method.
  - \* ATN needs to have instructor contact information for courses that are taught via video conference
- . Task request for SSR9OLL to roll by section number
  - \* Cancel task request as Shelly can use the site code instead
- . Important dates notification – Patrick
  - \* MyUA calendar link to show important dates – recommendation from this team is to table for the time being.
  - \* Recommend that we just include links to our current academic calendars available through
- . Need for tracking course approvals and updates – Linda
  - \* course review dates for accreditation purposes – course approval term and course content review term – could use a couple more of the Institutional Reporting

elements for this using catalog years as the valid values. Linda will look at this possibility and report back to us.

. SSASECT Options menu challenge

\* Quick Flow may help him with the sequence of doing massive updates

Old Items

. OLR (Open Learning Registration)

Next meeting: December 7, 2006 at 10:30am

Colleen